

**GIBSON MEMORIAL UNITED CHURCH**  
**183 Gibson St.**  
**Fredericton N.B. E3A 4E4**  
**457-1951; [gibsonmemorial@nb.aibn.com](mailto:gibsonmemorial@nb.aibn.com)**

**MARRIAGE INFORMATION BOOK  
AND GUIDELINES**

**OUR MARRIAGE GUIDELINES**

Marriage is a significant life-changing event for each of you, and we are pleased you have asked us to be a part of this very special occasion in your lives. Planning and decision-making are very important for making your wedding day one to be treasured and remembered. Many questions arise as you make your plans, so we offer these guidelines to assist in your planning, specifically as it relates to the marriage ceremony in our church. Please take the time to read through the brochure, and complete a **Marriage Ceremony Request Form**. Upon completion, return it to the church office and an appointment for your consultation with our Minister will be made. (Please email [gibsonmemorial@nb.aibn.com](mailto:gibsonmemorial@nb.aibn.com) to request a form)

**BOOKING YOUR WEDDING**

Your wedding was **tentatively booked** when you made your initial contact with the church office, but it must be approved by the Minister before it can be **officially booked**. Your initial consultation with the minister will enable him/her to get to know you better so that he/she will be able to make an appropriate decision regarding your request to be married in our church. While our minister seldom refuses to marry any couple, it is important to inform you that he/she has the right to do so for either professional or personal reasons.

**THE MINISTER**

The Minister of Gibson Memorial will perform **all** weddings in our church, and he/she is here to assist and guide you in your planning. You are encouraged to ask any question you may have, and the minister will be pleased to assist you with all details pertaining to the wedding ceremony. Other clergy, family members, or friends are permitted to take part provided it is cleared with our Minister well in advance.

**THE LICENSE**

Every person being married in New Brunswick must be at least 18 years of age, and each couple being married is required to have a marriage license which is obtainable by appointment at any Service New Brunswick Centre. At present, (Mar. 2009) there is no waiting period or fee for the license. The Marriage License is valid for three months from the date of issue and should be given to our Minister at least two weeks prior to the wedding day.

**WITNESSES**

Each marriage is required to have two adult (19 years or older) witnesses. These witnesses are required to sign official marriage documents immediately following the wedding ceremony.

### **THE MARRIAGE CEREMONY**

The marriage ceremony will be in keeping with the liturgies of the United Church of Canada. While the Minister is open to slight modifications, it is important to remember that your wedding in the church is a service of worship to God, and all that is done should be appropriate to that context. Non-religious or secular ceremonies will not be performed in the church, but may be performed at another location if the Minister agrees. You will receive copies of the standard marriage services during your initial visit with our minister.

### **MUSIC**

Music is an essential component of your wedding ceremony so it is important to select it with care. The organist of Gibson Memorial will play for **all** weddings, and you will be expected to contact her/him immediately following your initial meeting with the Minister. S/he will guide you in your music selections to ensure they are in keeping with a religious ceremony. If our church organist is unavailable on the date you have chosen, s/he can assist you in choosing an appropriate substitute. Since Canadian copyright laws prohibit the use of photocopied music, tapes, or CD's, these will not be permitted.

### **TIMING OF YOUR WEDDING**

This is entirely your choice provided the sanctuary is not previously booked for the date and time you have chosen. However, for summer weddings the minister and organist may be on vacation on the date you have selected. If this happens, any alternate arrangements will have to be approved by the minister before the booking can be confirmed; and in the absence of the minister, approval must be obtained from Church Council.

### **WEDDING REHEARSAL**

Normally, a rehearsal takes place on the evening preceding the wedding. The rehearsal ensures that those participating in the ceremony will feel more comfortable with their part. Only the wedding party (those with a part in the actual ceremony) need attend the rehearsal.

### **DECORATIONS**

These are options rather than necessities. Should you decide on decorations, flowers and pew markers may be set in place following the rehearsal provided a previous wedding is not scheduled earlier than yours the next day. If you wish to decorate at another time, arrangements will have to be made through the church administrator during normal office hours. **Please note:** Pew markers must be secured by means other than 'Scotch Tape' or 'Tacks'. The decorations must also be removed immediately following the ceremony.

### **CANDLES**

Many couples request permission to light candles as part of their wedding ceremony. Candles will be allowed at the front of the sanctuary provided they will be used as part of the marriage service, and are placed in safe holders or a candelabra. The provision of these items, as well as a lighter, are the responsibility of the bride and groom. Candles of a purely decorative nature will be permitted only if they are to remain unlit, or are battery operated.

## **PICTURES AND VIDEOS**

Pictures during the ceremony will be limited to those authorized by the minister, and will be taken by **the official photographer only**. Picture taking by others is welcomed during the Bridal procession, the signing of marriage documents, and the recessional. Video taping may be done by a designated video camera operator. He/she should attend the rehearsal to check electrical requirements and locations for taping.

## **THE RECEPTION**

You are not expected, nor is it required, to invite the Minister to your reception. Even if the minister is invited, various factors may prevent him or her from attending. The Minister assumes, that unless s/he is specifically invited in advance, s/he is not invited.

## **WEDDING BULLETINS**

You are responsible for purchasing and producing your own bulletins. The Minister will be glad to provide you with the worship outline for the bulletin, and offer other suggestions if requested.

## **FEES AND HONORARIA**

Weddings are not included as part of the regular duties of any of our church staff, including the minister. Consequently there must be remuneration for their services. Also, there is a fee for the use of our facility. The following fees and honoraria have been approved by our Church Council.

Church Use Fee (for non-members)	100.00
Minister Honorarium	150.00
Organist - Rehearsal & Wedding	100.00
- Extra Practice (if required)	25.00
Caretaker	50.00

These fees and honoraria are to be paid separately to each individual and given to the Office Administrator not later than one week prior to the wedding.

**Please note:** The Minister's fee for marriage ceremonies offsite is \$200.00 (minimum)

## **CONTACT PERSONS AT GIBSON MEMORIAL**

<b>Office Administrator:</b>	<b>457-1951</b>	<b>Marsha Daley</b>
<b>Minister:</b>	<b>457-1951</b>	
<b>Organist:</b>	<b>457-1951</b>	<b>Heather Fyffe Dunham</b>
<b>Caretaker:</b>	<b>457-1951</b>	<b>Edward Gallant</b>

**Or**  
**[gibsonmemorial@nb.aibn.com](mailto:gibsonmemorial@nb.aibn.com)**

